

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF RHODE ISLAND**

FILING REQUIREMENTS

<u>CHAPTER 7 - \$130 FILING FEE + \$30 MISCELLANEOUS ADMINISTRATIVE FEE + \$15 TRUSTEE FEE SURCHARGE</u>	<u># OF COPIES</u>	<u>FILING DEADLINE</u>
*Voluntary Petition	Original + 2	Time of filing
*Corporate Resolution (Only if debtor is a corporation)	Original + 2	Within 15 days
Summary of Schedules, Schedules A-J, and Declaration Concerning Debtor's Schedules	Original + 2	Within 15 days
Statement of Financial Affairs	Original + 2	Within 15 days
Attorney's Disclosure of Compensation	Original + 2	Within 15 days
Statement of Intention (Only if debtor is an individual and schedules contain Secured consumer debts)		Original +2
	Within 15 days	
Creditor Matrix (DO NOT attach to petition)	Original	Within 24 hours

<u>CHAPTER 11 - \$800 FILING FEE + \$30 MISCELLANEOUS ADMINISTRATIVE FEE</u>	<u># OF COPIES</u>	<u>FILING DEADLINE</u>
*Voluntary Petition	Original + 6	Time of filing
* Exhibit A to Voluntary Petition (Only if debtor is a corporation)	Original + 6	Within 15 days
*Corporation Resolution (Only if debtor is a corporation)	Original + 6	Within 15 days
Summary of Schedules, Schedules A-J, and Declaration Concerning Debtor's Schedules	Original + 6	Within 15 days
Statement of Financial Affairs	Original + 6	Within 15 days
* List of 20 Largest Unsecured Creditors (with complete addresses and amounts, Listed in descending order by amount)	Original + 6	Within 15 days
List of Equity Security Holders (Only if debtor is a corporation or partnership)	Original + 6	Within 15 days
Attorney's Disclosure of Compensation	Original + 6	Within 15 days
Creditor Matrix (DO NOT attach to petition)	Original	Within 24 hours

CHAPTER 13 - \$160 FILING FEE

* Voluntary Petition	Original + 2	Time of filing
Summary of Schedules, Schedules A-J, and Declaration Concerning Debtor's Schedules	Original + 2	Within 15 days
Statement of Financial Affairs	Original + 2	Within 15 days
Attorney's Disclosure of Compensation	Original + 2	Within 15 days
Creditor Matrix (DO NOT attach to petition)	Original	Within 24 hours
Debtor's Plan (DO NOT attach to petition)	Original	Within 15 days

*** MINIMUM DOCUMENTS REQUIRED FOR INCOMPLETE ("SKELETON") FILING**

REQUIRED DOCUMENTS AND FEES

General Requirements of Form

All documents shall be on white paper, 8 1/2 x 11" size and stapled. The information contained therein shall be typewritten or presented by some other legible process on one side of each sheet only. The name, address, telephone number and Rhode Island Bar Code Number of the attorney representing the debtor should appear in the petition. To assist in its identification of original documents, the Clerk's Office requests that they be signed in blue ink.

Assembly of Documents

Original petitions, exhibits, resolutions, schedules, statements and lists, as well as each set of copies, should be assembled in the order indicated on the reverse side. DO NOT attach the Creditor Matrix or Debtor's Plan to the petition.

Number of Copies

The number of copies indicated on the reverse side includes one copy which will be conformed and returned to the filing party. Conformed copies will be returned by mail only when a self-addressed, stamped envelope of sufficient size is included.

Filing Fees

Filing fees for commencing cases under the Bankruptcy Code are prescribed by 28 U.S.C. sec. 1930(a). Individual debtors may apply for permission to pay the filing fee in installments by submitting a signed application with the petition. FRBP 1006(b)

Miscellaneous Administrative Fee

Pursuant to item 8 of the Judicial Conference Schedule of Bankruptcy Court Fees, in all cases filed under chapter 7, 11, or 13 the Clerk shall collect from the debtor a \$30 miscellaneous administrative fee for notices. This fee may be paid in installments in the same manner as filing fees, consistent with the procedure set forth in FRBP 1006.

Trustee Fee Surcharge

Upon the filing of a petition under chapter 7 of the Bankruptcy Code, the petitioner shall pay \$15 to the clerk of the court for payment to the trustee serving in the case as provided in 11 U.S.C. § 330(b)(2). An application to pay the fee in installments may be filed in the manner set forth in Federal Rules of Bankruptcy Procedure 1006(b).

Fee Payments

Filing fees and miscellaneous administrative fees must be paid with cash, money order, cashier's check, or an attorney's check. All money orders and checks shall be made payable to: Clerk, U.S. Bankruptcy Court.

Voluntary Petition

Official Form 1, the Voluntary Petition, is to be used to commence voluntary cases under chapters 7, 11, and 13 of the Bankruptcy Code.

Creditor Matrix

The Creditor Matrix shall be submitted for filing with the petition and shall be prepared in strict compliance with instructions of the Clerk.

Summary of Schedules, Schedules A-J, and Declaration Concerning Debtor's Schedules

A Summary of Schedules, schedules of assets, liabilities, current income, current expenditures, executory contracts and unexpired leases, and a Declaration Concerning Debtor's Schedules, prepared as prescribed by Official Form 6, must be submitted with the petition or within 15 days. FRBP 1007(b)(1) & (c). Creditors shall be listed on the appropriate schedule in alphabetical order by name and complete address.

Statement of Financial Affairs

A Statement of Financial Affairs must be prepared as prescribed by Official Form 7, and submitted within 15 days. FRBP 1007(b)(1) & (c).

Attorney's Disclosure of Compensation

A statement of disclosing compensation paid or to be paid to the debtor's attorney must be submitted within 15 days of the filing of a voluntary petition. 11 U.S.C. sec. 329 and FRBP 2016(b).

Statement of Intention

A Statement of Intention is required only if the debtor is an individual and the schedules of assets and liabilities contain consumer debts secured by property of the estate. It must be prepared as prescribed by Official Form 8, and submitted within 15 days of the filing of the petition or by the date set for the meeting of creditors, whichever is earlier. 11 U.S.C. sec. 521(2) and FRBP 1007(b)(2).

List of 20 Largest Unsecured Creditors

A list containing the names, addresses and claim amounts of the debtor's 20 largest unsecured creditors excluding insiders, must be filed with the petition and prepared as prescribed by Official Form 4. FRBP 1007(d).

Chapter 13 Debtor's Plan

A chapter 13 plan must be submitted with the petition or within 15 days. FRBP 3015(b).

